

DEPARTMENT OF TRANSPORTATION

DIVISION OF LOCAL ASSISTANCE – MS. 1

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Be energy efficient!*

June 6, 2006

To: CALTRANS EMPLOYEES
REPRESENTATIVES OF CALIFORNIA LOCAL GOVERNMENT
REPRESENTATIVES OF THE PRIVATE SECTOR

Subject: Local Assistance Procedures Manual

Enclosed is the Caltrans Division of Local Assistance Procedures Manual. The Division of Local Assistance assists local agencies in taking advantage of State and federal funded transportation programs. We accomplish this by developing implementation policies that are consistent with Legislative requirements. This publication is to be used as a tool to help local agencies improve mobility across California.

This manual is continually being updated by a process, which releases LPPs. LPPs are Local Programs Procedures documents used for the rapid deployment of new procedures and policies, between updates of the manual and guidelines. They are numbered according to calendar year, and in order which released (i.e., the first LPP issued during the year 2006 would be LPP 06-01). LPPs have been incorporated into this manual, which was originally issued in February 1998. An entire chronological list of LPPs has been made available for historical reference, and can be viewed on the Division of Local Assistance Home Page at: <http://www.dot.ca.gov/hq/LocalPrograms/index.htm>. To subscribe to our website for continual LPP updates, please go to: <http://www.dot.ca.gov/hq/LocalPrograms/sub.htm>

Our goal is to make the manual streamlined and user friendly. If you have any questions or wish to make comments for ongoing improvements to the manual, please feel free to contact the LAPM Manual Coordinator, Cathy Felkins, at (916) 653-6230 or by e-mail at Cathy.Felkins@dot.ca.gov, or the Manual Editor, Evelyn Williams, at (916) 653-8401 or by e-mail at: [division_of_local_assistance](mailto:division_of_local_assistance@dot.ca.gov). You may also offer your suggestions by completing the enclosed form and returning it to us with your comments.

Sincerely,

Original Signed By

KEVIN POKRAJAC, Chief

Office of Procedures Development & Training

Division of Local Assistance